

## **Vetting Process for Out-of-School Time Service Providers**

### **1. Applying to be a provider of afterschool services**

#### **Step 1: Programs Submit Vetting Application**

- Vetted means being identified as a qualified program.
- Programs will be vetted every three years. This reduces the burden on smaller Community Based Organizations (CBOs).
- Every program working in schools will be vetted. Neighborhood Based Organizations (NBOs) are urged to be vetted as well.

#### **Step 2: Application Review**

- Program applications will be reviewed by a committee consisting of District of Columbia Public Schools (DCPS) and other educational leaders according to a rubric of desirable qualifications and outcomes.

#### **Step 3: Placement**

- The Office of Out-of-School Time Programs (OSTP) helps match the organization's requirements with the needs of each school and the principal's vision for afterschool.
- Providers will sign a Memorandum of Agreement that defines the working relationship between DCPS and the providers.

### **2. The Relationship between Providers and DCPS**

DCPS will facilitate the relationship by establishing and providing:

- A clear channel and process for quality communication
- Appropriate access to student academic data
- Access to DCPS facilities
- DCPS approval letter
- On-site security (on-site programs only and not beyond OSTP regular program time)
- Custodial services (on-site programs only and when not exceeding the regular custodial tour of duty)
- Supper (on-site programs only)

### **3. The Ongoing Review Process**

- Each school is invited to have an OSTP committee made up of the school principal, afterschool coordinator, teachers, parent representatives, provider representatives, and NBOs, if appropriate. The goal of this committee is to promote collaboration, high quality programming, and problem solving within the schools.

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- Each year, programs will be evaluated and reviewed in cooperation with the school's principal, the OSTP school committee, Local School Restructuring Team and Parent and Teacher Association officers if they are willing, and the OSTP central office. DCPS has put in place an evaluation tool that captures academic support and enrichment and wellness activities. OSTP measures average daily attendance and the satisfaction of parents, students, and teachers.
  - DCPS reserves the right to terminate at any time any relationship with providers that pose a danger to the students as specified in Memorandum of Agreement, Appendix B, For Cause Termination Policy. DCPS reserves the right to terminate any relationship with providers that are ineffective after the appropriate due process as specified in the Memorandum of Agreement, Appendix B, For Cause Termination Policy.
  - Every three years providers must reapply for vetting.